

# Yusuf Zarin

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## PROFILE

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I am a highly enthusiastic and motivated individual who is eager to learn and try new things. By working and training as a quantity surveyor, I have had the chance to develop excellent numerical, IT and communication skills. I have worked on various projects ranging from new builds to decommissioning sites. I enjoy working in challenging roles and new environments. Having acquired experience on both contractor and client side, I am confident that I can move ground, make things happen and not only maintain the pace but continue to develop and progress.

## EDUCATION

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2010-2014	The University of Bolton BSc (Hons) Quantity Surveying And Commercial Management
2008-2010	Bolton Sixth Form College (A Level Accounting and BTEC E-Business)
2003-2008	Hayward School (9 GCSE's including Mathematics and English)

## EMPLOYMENT

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### 2016/Present - Urban Vision, Assistant Quantity Surveyor

- Compile estimates and cost plans at feasibility, sketch scheme and detailed design stages.
- Measurement, abstraction and compilation of quantities.
- Preparation of Tender Documentation, Bills of Quantities, specifications and documentation for inviting tenders.
- Tender analysis/assessment.
- Provision of financial information for reporting to clients.
- Preparation of appropriate documentation to form Contracts e.g. NEC and JCT.
- Ongoing cost monitoring of Contracts.
- Measurement of works on site and re-measurement of provisional quantities.
- Valuation of works and interim payments to Contractors.
- Assessment and valuation of variations.
- Evaluation and agreement of claims.
- Preparation of Final Accounts.
- Submission of accounts for audit.
- Liaison with other Sections, Divisions and external clients as appropriate.

### 2014/2016 - Daly International, Graduate Quantity Surveyor

- Preparation of tender Packages
- Compiling data reports on cost and key performance indicators
- Measurement from drawings or on site, cost evaluation and reporting where appropriate
- Issuing of variation instructions, compensation events and change requests and negotiations of valuations and final accounts.
- Contract administration, management and advice.
- Compilation of schedule of rates or Bills of quantities in preparation of budget costing
- Liaising with all parties at all levels of the business.
- Issuing and managing all internal PO's issued to suppliers.

### 2013-1 Month - Bolton@Home Voluntary work Experience

## HOBBIES AND INTERESTS

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- Playing and organizing football games with work colleagues.
- Decorating, own and family & friends properties.
- Enjoying good food with family and friends.
- Keeping fit and active.